

# Associated Student Government

## Minutes

Wednesday, May 22, 2024

1:30 p.m. Hasley Hall 137

Senate Meeting

[Teleconference Location:](#)

17200 Sierra Highway  
Santa Clarita, CA 91351-1622

### Members Present:

**Christopher Bordbar**, President  
**Caitlin Herron**, Executive Vice President  
**Hestia Sartika**, Student Trustee  
**Lijuan (Judy) Zhu**, Executive Vice President of Activities  
**Sanjana Sudhir**, Executive Liaison Officer  
**Moussa Haj Ghaban**, Officer of Equity  
**Harrison Kim**, Officer of Marketing and Information  
**Ellie Wingo**, Vice President of Inter Club Council  
**Stephanie Ofilada**, Public Affairs Officer  
**Pin-An (Aaron) Lin**, Cultural Student Involvement Coordinator 1- Valencia  
**Sara Wali**, Social Student Involvement Coordinator 1 – Valencia  
**Jesus Martinez Desantiago**, Social Student Involvement Coordinator-CCC

### Members Absent:

### Others Present:

**Kelly Dapp**, ASG Advisor  
**Robin Herndon**, ASG Technician  
**Lynn Suh**, ASG Advisor  
**Joanna Kelly**, CCC Advisor  
**Jasmine Ruys**, Vice President of Student Services

## 1. General Business:

### 1.1 Call to order/Welcome/ Recognition of Quorum

Officer of Marketing and Information, **Harrison Kim**, calls the Senate Meeting of the A.S.G. to order at 1:35pm with quorum established and 10 ASG Officers present.

### 1.2 Flag Salute/Trophy Cup:

**Sanjana Sudhir**, Executive Liaison Officer leads us in the flag salute.

Sanjana Sudhir, Executive Liaison Officer, passes the trophy cup to Harrison Kim, Officer of Marketing and Information, for doing great with the Paw Print and Pod Cast.

**1.3 Announcements:** none

**1.4 Approval of the ASG Senate Meeting of May 22, 2024**

**Motion:** Caitlin Herron, Executive Vice President

**Second:** Stephanie Ofilada, Public Affairs Officer

**Record of Board Vote...** 10 -0-0 with chair voting

**1.5 Open Forum:** none

## **2. Consent Calendar:**

**2.1 Approval of the ASG Senate Meeting Minutes from May 15, 2024**

**Motion:** Caitlin Herron, Executive Vice President

**Second:** Moussa Haj Ghaban, Officer of Equity

**Record of Board Vote...** 10-0-0 with chair voting aye

## **3. Regular Board Meeting Items:**

**3.1 Action: Approval of BP/AP 5420 – Associated Student Finance**

**Motion:** Sara Wali, Social Student Involvement Coordinator 1 – Valencia

**Second:** Christopher Bordbar, President

**Background:** The Board of Trustees has requested that ASG review the proposed revisions to BP/AP 5420 – Associated Student Finance once more to ensure that these policies have been thoroughly reviewed prior to the Board of Trustees approving the second read.

Cost: N/A

Concern was that the new wording gave the impression of being given approval rather than authorization.

Language came from Ed. Code that was added.

***Ellie Wingo, Vice President of Inter Club Council, arrives at 1:38 pm***

Due to concern, this item was brought back for review.

**Recommendations:** Move to approve the proposed revisions to BP/AP 5520 – Associated Student Finance

**Record of Board Vote...** 10-1-0 with chair voting aye and Ellie Wingo, Vice President of Inter Club Council, abstaining

**3.2 Action: Joint ASG/District Employee Salary MOU**

**Motion:** Caitlin Herron, Executive Vice President

**Second:** Sanjana Sudhir, Executive Liaison Officer

**Background:** Over the past year, ASG has worked towards decreasing budget costs through significant reductions in their operating budget due to receiving less revenue from the

Student Support Fee. One of the largest expenditures in their budget is payment of staff & administrator salaries. ASG, Campus Life & Student Engagement staff, and administrators have worked together to address the budget situation including reassessing their current budget and identifying alternate streams of funding to help offset expenditures. Part of this process included reviewing existing staff and administrator MOU's established between the District and ASG and to reassess ASG vs. District responsibilities for each staff and administrator position within the Campus Life & Student Engagement department.

At this time, ASG will review an updated staff salary MOU that is a current reflection of ASG and District related duties. If passed, the MOU will alleviate a large strain on the ASG's budget while allowing the organization to continue providing necessary support and opportunities geared towards benefiting students. In addition to ASG reviewing and voting on the MOU, the Board of Trustees will also be doing the same at one of their meetings next month.

**Cost:** N/A

Working to cover salaries and expenses over past year.

Reviewed job descriptions to see how much work is dedicated to ASG.

What should ASG covers is outlined in document-See document for details.

Ensure ASG fund a certain percentage of the different positions.

This document makes it clear on what positions ASG is paying for and combine all MOU's into one.

Will include ASG in part of the hiring process for ASG funded positions.

Union contracts must also be adhered to for positions that ASG funds.

There are no values included, just percentages.

***Hestia Sartika, Student Trustee, arrives at 1:45 pm***

A summary of ASG Staffing MOU and summary of changes is also included- See document

Explanation of what the position is that includes 47.5%

Ensure future changes to positions have ASG feedback.

Explanation given for the history of Director position.

The funds to cover the remaining balance will be covered.

Student Center Fee Budget is something for the students to utilize.

Explanation of where this fee came from originally.

Fee is the \$1 per unit that students pay and goes to pay off loan of the building.

Now that this is paid off next year, the funds may be used to help fund staff that work in the Student Center.

Funds may be used on anything done in the Student Center, including staff salaries that work in the Student Center.

This budget may cover the cost of some staff that work in Student Center.

Percentages were looked at by looking at the job descriptions for employees by going line by line.

This was then calculated out to get the new percentages.

Other colleges support one employee usually within their ASG.

The support would not be here without staff that currently work with ASG.

Student Center Budget account may not be used at CCC.

Programming would need to take place in the Student Center to cover the cost using the Student Center funds.

The hub for printing stations would be located in the Student Center and may use those funds.

Clarification on accessing the Student Center funds would be a district expense.

The process to use funds would be district, using requisitions.

ASG asked to fund a position originally and the district has never asked ASG to fund positions.

Next steps if passed would be to present to district on June 12 and present the same information to obtain approval.

If changes are recommended, would bring back to ASG for approval.

Sanjana would be able to speak on the board's behalf during the Board of Trustee meeting.

**Recommendations:** *Move to approve the revised ASG/District Employee Salary MOU.*

**Record of Board Vote...** *12-0-0 with chair voting aye and Officer Hestia Sartika, Student Trustee now present*

### **3.3 Action: Approval of Student Center Fee Funds**

**Motion:** *Sara Wali, Social Student Involvement Coordinator 1 – Valencia*

**Second:** *Stephanie Ofilada, Public Affairs Officer*

**Background:** The ASG Budget no longer can fully fund the salaries of the ASG Staff due to rises in cost of living and lower enrollment of students. These factors have depleted the ASG Budget and additional funding is needed to end the year with all expenses paid.

There is a fee called the Student Center Fee that can be used to supplement some of the salary costs of the staff who work in the Student Center.

The District has requested that the ASG use these funds to offset this years salary expenses.

Cost: \$355,000

\$590,000 in current budget for Student Center Fee.

Could assist to fund the staff working in the Student Center only.

Ronna and Lily may be covered along with percentage of other staff within the Student Center.

Exact numbers are not given and this is an estimate through April.

**Recommendations: Move to approve up to \$355,000 from the Student Center Fee Fund to cover ASG Staff salaries that are eligible for the 2023/2024 Fiscal Year.**

**Record of Board Vote... 12 -0-0 with chair voting aye**

#### **4. Reports (Reports are limited to 5 minutes)**

##### **4.1 Officers Reports**

###### **4.1.1 Director Reports-**

4.1.2 Executive Vice President of Activities- **Lijuan Zhu**-nothing

4.1.3 Vice President of Activities—Valencia (**Vacant**)

4.1.4 Vice President of Activities—Canyon Country (**Vacant**)

4.1.5 Social Student Involvement Coordinator I—Valencia- **Sara Wali** -nothing

4.1.6 Social Student Involvement Coordinator II—Valencia (**Vacant**)

4.1.7 Social Student Involvement Coordinator— Canyon Country – **Jesus Martinez Desantiago**- nothing

4.1.8 Cultural Student Involvement Coordinator I – Valencia – **Pin-An (Aaron) Lin**  
nothing

4.1.9 Cultural Student Involvement Coordinator II—Valencia – (**Vacant**)

4.1.10 Cultural Student Involvement Coordinator— Canyon Country (**Vacant**)

4.1.11 Public Affairs Officer –**Stephanie Ofilada**- nothing

4.1.12 Vice President of Inter Club Council- **Ellie Wingo**- nothing

4.1.13 Officer of Equity- **Moussa A. Haj Ghaban**- nothing

4.1.14 Officer of Marketing and Information- **Harrison Kim**-Paw print out for week and today recorded the last pod cast for the year. Up in two weeks.

4.1.15 Executive Liaison Officer- **Sanjana Sudhir**- nothing

4.1.16 Student Trustee- **Hestia Sartika** - nothing

4.1.17 Executive Vice President – **Caitlin Herron**- Sending out Grant notifications to all that applied. Writing a note to future self and passes around for everyone to fill out. Leave it on her desk when done.

4.1.18 President- **Christopher Bordbar** – thank you for all of the work the board did this year.

4.1.19 ASG Technician- **Robin Herndon** – keys return by next Tuesday.

4.1.20 Advisor – **Joanna Kelly**- evaluations due this Friday. Thank you for turning in for those who did. Proud of everyone in ASG, including directors. Look at strength and see where improvements needed over last year. See you during Commencement or during summer training.

4.1.21 Advisor- **Lynn Suh**-ICC hosting a cookout until 3:30 today to celebrate Juneteenth. ASG application open and accepting officer and director applications that are still open. Let friends know that would be a good fit. Appointed during July 24<sup>th</sup> meeting so they can participate in the training in

August. Proud of you all this year. Reliable and dependable without worrying about the quality of work from you all.

- 4.1.22 Lead Advisor- **Kelly Dapp**- In 25 years working with ASG, everyone was so new at first cannot believe how well this year has gone with many accomplishments. This year, got stuff done and this is a first. You all have strong leadership skills to pass on. Alumni panel for the first year, and would like to have you all back for future Alumni to return for this event. Thank you, Chris for doing fantastic!

#### 4.2 District Committees

- 4.2.1 Academic Senate
  - 4.2.2 Academic Calendar
  - 4.2.3 Accreditation Taskforce
  - 4.2.4 Advocacy Team
  - 4.2.5 Body, Mind, Wellness
  - 4.2.6 Bookstore
  - 4.2.7 Calendar
  - 4.2.8 CCC Advisory Committee
  - 4.2.9 Celebrating the Humanities
  - 4.2.10 Chancellor's Taskforce Workforce Development Committee (CT)
  - 4.2.11 Civic Engagement Steering Committee
  - 4.2.12 College Planning Team
  - 4.2.13 College Policy Council
  - 4.2.14 Committee for Assessing Student Learning
  - 4.2.15 Curriculum
  - 4.2.16 Diversity
  - 4.2.17 Enrollment Management
  - 4.2.18 Emergency Preparedness Plan Committee
  - 4.2.19 Facilities Master Plan
  - 4.2.20 Faculty Professional Development Committee
  - 4.2.21 Food Services
  - 4.2.22 Grade Review
  - 4.2.23 Honors Advisory Committee
  - 4.2.24 Institutional Effectiveness & Inclusive Excellence (IE2)
  - 4.2.25 Measure E & M
  - 4.2.26 President's Advisory Council
  - 4.2.27 Program Viability
  - 4.2.28 Safety Committee
  - 4.2.29 Student Art Collection
  - 4.2.30 Student Conduct
  - 4.2.31 Sustainable Development Committee
  - 4.2.32 Technology
  - 4.2.33 Women's Conference
- Student Conduct Ceeting Harrison Kim attended and discussed plagiarism.

#### 4.3 Standing Committees

4.3.1 ASG Finance Committee-

4.3.2 ASG Recruitment and Election Committee-

#### 4.4 Ad-Hoc Committees

4.4.1 Legacy Project Ad-Hoc Committee

### 5. Open Forum:

If unable to finish letters today or tomorrow, will give them to front counter for Robin. If have not submitted report, please submit the ones missing. Self-care during finals.

### 6. Announcement of the Next Meeting- July 24, 2024

### 7. Adjournment (2:27p.m.)

**Motion:** *Moussa Haj Ghaban, Officer of Equity*

**Second:** *Sara Wali, Social Student Involvement Coordinator 1 – Valencia*

**Record of Board Vote:** .... 12-0-0 with chair voting Aye